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Annex

Draft for suggested answer to questions a, b, and c of 6 Dec minutes

Any training assignment that would require the absence of an individual from his current position for less than three months should be arranged by the Office concerned within its normal T/O; additional training slots should be provided to carry individuals for periods of training in excess of three months. The Office needing such additional slots for training should take the initiative in requesting them through channels established for this purpose. One possible method would be:

(1) the Office of Training to obtain budgetary provision for training slots for the entire Agency; (2) each Office to prepare a statement of its needs for these slots in the form of a project, obtain concurrences from Director of Training and Director of Personnel, and submit to the Project Review Committee.